

Policy Title	Structure to FSM Fees & Charges
Policy Lead (Appointment (& Initials))	Bursar (RD)
Date of Last Review	September 2014
Date of Next Review	September 2016

FORRES SANDLE MANOR EDUCATIONAL TRUST LIMITED
STRUCTURE TO FSM'S FEES AND CHARGES

1. **Termly Fee.** This is payable in advance on or before the first day of term and is non-refundable. The basic fees are inclusive of text books, materials, lunches and a mid morning drink (after the EEC subsidy).

2. **Payment of School Accounts.**
 - Accounts will be posted to the last address formally notified to the Bursar's Department.
 - The account, which will include a term's fees in advance, any other charges due in advance and extras from the previous term, is due for payment by the first day of the next term.
 - There will be no refund of fees when a pupil is removed for disciplinary or voluntary reasons for all or part of a term.

3. **Interest.** A charge of 5% above the Royal Bank of Scotland's Base Rate will be applied for late payment.

4. **Instalments.** Special arrangements may be made to pay the basic fees by regular monthly instalments, beginning one month in advance of the start of term. However, in the unlikely event that a pupil is removed from FSM part way through a term, whatever the circumstances may be, the fees for the whole term remain payable and therefore the complete schedule of instalments for that term must be settled in full. Further details are available on request.

5. **Pre-Entry Fees.** The following fees are payable:
 - Registration Fee (payable when a pupil is entered and non-refundable).
 - Confirmation Deposit Fee (payable upon completion of the Form of Acceptance one calendar year in advance of entry and refundable at the end of the last term).

6. **Bursaries.** Bursaries are primarily designed to assist those who suffer significant and unforeseen circumstances. Beyond this:

- It should be understood that FSM's funds are strictly limited.
- Any parent wishing to be considered for a bursary award is required to submit an application.
- Each application is considered by the Finance & General Purposes (F&GP) Committee.
- Parents are reminded that all awards are reviewed annually. The F&GP reserve the right to withdraw an award, if there is a change of circumstances.

7. **School Fees Refund Scheme.** No remission of fees can be claimed on account of absence from ill health or associated causes unless a pupil is included in the scheme. Further details are available on the FSM Website under "Parents Information".

8. **Personal Accident Insurance.** All pupils are included in the scheme unless written notice is received to opt out. Further details are available on the FSM Website under "Parents Information".

9. **Personal Effects Insurance.** FSM is unable to accept responsibility for loss or damage to personal property. Parents are advised to make their own arrangements for the insurance of personal possessions.

10. **Optional Extras.** All optional extras are offered subject to availability of staff and suitable numbers of applicants. Parents will be asked for prior approval by the member of staff concerned in the event of a trip or expedition costing more than £10. A small nominal charge may be added to the basic ticket price to cover travel costs.

11. **Examination Charges.** These are charged at cost and in arrears.

12. **Music Tuition.** Lessons are available on all orchestral instruments, piano, keyboards, guitar, drums and singing. Requests for music lessons should be made to the Director of Music at least two weeks before the start of term in order that the necessary arrangements for tuition may be made before the start of term. A half term's notice must be given to cease music tuition.

13. **Minibus Services.** Details of the minibus services are available from the FSM Office on request. FSM reserves the right to change any aspect of the service (including routes and pick up times) and to withdraw a service altogether provided 2 month's notice is given to those parents whose children use the service. Places are offered only as and when they are available. FSM also reserves the right to withdraw or refuse to offer a place on the minibus if, in its opinion, carrying the child jeopardizes the safety of the child or of other users of the service.